BILL NO.	93-	33	

COUNTY COUNCIL OF HARFORD COUNTY, MARYLAND

BILL NO. <u>93-33</u>

Introduced by Council President Wilson at the request of the Count	<u>y Executive</u>
Legislative Day No. 93-13 Date May 4, 199	3
AN EMERGENCY ACT to repeal the Harford County Pay Plan Classification Plan and Salary Grade Sche Harford County Ordinance No. 92-50, as amende to enact a new Classification Plan and Salary Schedule and Pay Plan to stand in lieu o Ordinances repealed; to provide pay plan County employees and employees of the fold agencies: judicial service employees, St Attorney employees and the Harford County Shes Office; to further provide for new position and salary grades for County classified and employees; all in accordance with Section 6 the Charter; and to provide that this act sha be codified in the Harford County Code.	and edule, d, and Grade of the s for lowing tate's riff's plans exempt 503 of
By the Council, May 4, 1993 Introduced, read first time, ordered posted and public hearin on: June 1, 1993 at: 6:00 p.m. By Order: Laris Paulsen, Secretary	g scheduled
PUBLIC HEARING	
Having been posted and notice of time and place of hearing a Bill having been published according to the Charter, a public held on June 1, 1993, and concluded on June 1, 1993	hearing was
Doris Poulsen	_, Secretary
EXPLANATION: CAPITALS INDICATE MATTER ADDED TO EXISTING LAW. [Brackets] indicate matter deleted from existing law. <u>Underlining</u> indicates language added to Bill by amendment. Language lined through indicates matter stricken out of Bill by amendment. BILL NO.	3 3

Section 1. Be It Enacted By The County Council of Harford County, 1 Maryland, that Harford County Ordinance No. 92-50, Harford County Pay Plan is hereby repealed and that new Pay Plans, Classification and Salary Grade Schedules, Exempt Plan and Grade Schedule, Judicial, Sheriff's Office and State's Attorney Office Plans and 5 Schedules, be, and they are hereby enacted to stand in lieu of the 6 repealed Ordinance, all to read as follows:

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Harford County Classification Plan

9	General Administration:	<u>Grade</u>
10	Administrative Assistant I	S-06
11	Administrative Assistant II	S-08
12	Administrative Specialist	M-10
13	Aging Program Director	M-14
14	Alcohol/Drug Coordinator	M-10
15	Assistant Council Attorney	M-16
16	Assistant County Attorney	M-16
17	Assistant County Attorney (Entry Level)	M-13
18	Assistant Secretary of the Council	S-09
19	Assistant to Director of Public Works	M-15
20	Bus Driver	S-02
21	Bus Driver (Grandfathered)	S-03
22	Central Services Lead Technician	M-09
23	Commission for Women Coordinator	M-10
24 25	Community Resources Coordinator [*See Classified Service Salary Schedule]	S-08[*]
26 27	Computer Center Coordinator	M-10
28	Computer Records Assistant	S-06
29	Computer Resource Technician	S-08

1	Crisis Intervention Worker	S-02
2	Deputy Director of Public Works	M-18
3	Client Services Worker	S-06
4	Equal Opportunity Officer	S-06
5 6	Fleet Manager *See Management/Technical Pay Schedule	M-10*
7	Fuel Systems Specialist	S-08
8 9	Geographic Information Systems Coordinator - (M-13) *See Management/Technical Pay Schedule	M-15*
10	Grants Coordinator	S-12
11	Grants Specialist I	S-06
12	Grants Specialist II	S-08
13	Housing Counselor	S-08
14	Housing Services Coordinator	M-10
15	Human Relations Coordinator	M-10
16	Lead Bus Driver	S-04
17	Legal Assistant I	S-05
18	Legal Assistant II	S-09
19	Legislative Drafter	M-11
20	Legislative Research Assistant	S-06
21	Management Analyst	M-12
22	Management Assistant I	M-10
23	Management Assistant II	M-12
24	Media Specialist	S-09
25	Nutrition Project Supervisor	S-06
26	Nutrition Site Worker	S-01
27	Personnel Specialist	S-08

1	Personnel Technician	S-07
2	Position Classification Specialist	M-13
3	Producer-Manager	M-11
4	Purchasing Agent I	S-08
5	Purchasing Agent II	S-10
6	PURCHASING AGENT III	S-12
7 8	Risk Manager - (M-14) *See Management/Technical Pay Schedule	M-16*
9	Risk Management Assistant	S-08
10	Supervisor of Outreach Programs	M-08
11	Supervisor, Transportation Services	M-10
12	Tourist Development Coordinator	M-10
13	Zoning Hearing Assistant	S-07
14	Building Maintenance Service:	<u>Grade</u>
15	Building Construction and Repair Supervisor	M-10
16	Building Maintenance Worker	S-04
17	Building Maintenance Mechanic I	S-07
18	Building Maintenance Mechanic II	S-09
19	Building Maintenance Supervisor	M-10
20	Chief Custodian	M-05
21	Custodian I	S-01
22	Custodian II	S-03
23	Facilities Attendant	S-04
24	MASTER CABINETMAKER/BUILDING CONSTRUCTION	S-10
25	[Superintendent of Buildings and Grounds	M-12]
26	<u>Clerical Service</u> :	Grade
27	Claims Clerk	S-05

1	[Clerk Stenographer I	S-03]
2	[Clerk Stenographer II	S-04]
3	Clerk Typist I	S-02
4	Clerk Typist II	S-04
5	Fixed Asset Control Clerk	S-03
6	Legal Clerk	S-05
7	Mail Room Clerk-Messenger	S-02
8	Office Aide	S-01
9	Personnel Clerk	S-05
LO	Secretary	S-05
L1	Secretary, Legal/Legislative	S-06
L2	[Secretary (Typing)	S-04]
L3	Telecommo-graphics Operator	S-04
L4	Timekeeper	S-03
L5	Engineering and Related Service:	<u>Grade</u>
L6	Chief, Construction Inspection Bureau (Grandfathered)	M-15
L7	Chief, Construction Inspection Bureau	M-14
L8	Chief Construction Inspector	M-12
19	Chief, Engineering Division	M-16
20	Chief, Environmental Enforcement	M-12
21 22	Chief, Facilities and Operations Division (Grandfathered)	M-15
23	Chief, Facilities and Operations Division	M-14
24	Chief, Highways Division	M-15
25	Chief, Land Acquisition	M-13
26	Chief, Solid Waste Management Division	M-15
27	Chief, Traffic and Transportation Division	M-15

1	Chief, Water and Sewer Division	M-16
2	Chief Materials and Testing Inspector	M-12
3	Civil Engineer I	S-11
4	Civil Engineer II	M-13
5 6	Civil Engineer III (M-14) *See Management/Technical Pay Schedule	M-15*
7	Construction Inspector I	S-07
8	Construction Inspector II	S-09
9	Construction Inspector III	S-11
10	Drafting Technician I	S-04
11	Drafting Technician II	S-06
12	Drafting Technician III	S-07
13	Drafting Technician IV	S-09
14	Engineering Associate I	S-07
15	Engineering Associate II	S-09
16	Engineering Associate III	S-11
17	Engineering Associate IV	M-12
18	Land Surveyor	M-12
19	Material Inspector I	S-07
20	Material Inspector II	S-09
21	Material Inspector III	S-11
22	Right-of-Way Agent (Grandfathered)	M-11
23	Right-of-Way Agent I	S-09
24	Right-of-Way Agent II	S-11
25	Fiscal and Accounting Service:	<u>Grade</u>
26	Accountant I	M-10
27	Accountant II	M-12

1	Accountant III	M-13
2	Accounting Clerk I	S-05
3	Accounting Clerk II	S-07
4	Accounting Technician	S-09
5	Administrative Budget Technician	M-09
6	Assistant Comptroller	M-12
7	Budget Analyst	M-14
8	Budget Assistant	S-09
9	Cashier I	S-05
10 .	Cashier II	S-06
11	Chief, Bureau of Accounting	M-14
12	Comptroller	M-14
13	Computer Operations Supervisor	M-11
14	Computer Operator	S-07
15	Computer Operator Trainee	S-05
16	[Data Entry Leader	S-05
17	[Data Entry Operator	S-04
18	Data Processing Manager	M-16
19	Deputy Treasurer	M-16
20	Internal Auditor I	S-10
21	Internal Auditor II	S-12
22	Programmer	S-09
23	Programmer Analyst	S-12
24	Revenue Control Supervisor	M-10
25	Senior Computer Operator	S-09
26	Supervisor of Cashiers	M-10

1 2	Systems Analyst - (M-13) *See Management/Technical Pay Schedule	M-15*
3	Parks and Recreation Service:	<u>Grade</u>
4	[Activity Coordinator	S-11]
5	Chief of Parks and Facilities	M-14
6	Chief of Recreation	M-14
7	Community Director	S-10
8	Community Leader	S-06
9	District Supervisor	M-12
10	Park Maintenance Crew Leader	H-07
11	Park Maintenance Worker I	H-03
12	Park Maintenance Worker II	H-05
13	Park Naturalist	S-08
14	Park Security Worker	S-05
15	Parks and Facilities Maintenance Supervisor	M-12
16	[Program Coordinator for the Handicapped	S-08]
17	Planning and Zoning Service:	<u>Grade</u>
18	[Chief, Comprehensive Planning	M-16]
19	[Chief, Current Planning	M-16]
20	Graphics Illustrator	S-06
21	Permits Review Supervisor	M-11
22	Planner I	S-10
23	Planner II	S-12
24	Planner III	M-14
25	PLANNING AND ZONING DIVISION CHIEF	M-16
26	Planning and Zoning Technician	S-07
27	Planning Assistant I	S-08

1	Planning Assistant II	S-09
2	[Urban Design Specialist	M-14]
3	[Zoning Administrator	M-13]
4	ZONING ENFORCEMENT COORDINATOR	M-11
5	Zoning Inspector I	S-06
6	Zoning Inspector II	S-08
7	Public Safety Service:	Grade
8	Animal Control Warden I	S-05
9	Animal Control Warden II	S-07
10	Chief, Animal Control Services	M-09
11	CHIEF, EMERGENCY MANAGEMENT/OPERATIONS	M-16
12	[Chief, Emergency Operations Division	M-15]
13	Deputy Chief, Emergency Operations	M-12
14	Emergency Equipment Dispatcher (Entry Level)	S-04
15	Emergency Equipment Dispatcher I	S-06
16	Emergency Equipment Dispatcher II	S-07
17	Emergency Equipment Dispatcher III	S-08
18	Safety Inspector	S-09
19	Safety Officer	M-12
20	<u>Labor and Trades Service</u> :	<u>Grade</u>
21	Assistant Foreman	H-09
22	Assistant Storekeeper	H-03
23	Automotive Mechanic I	H-09
24	Automotive Mechanic II	H-11
25	Automotive Mechanic Helper	H-06
26	Chauffeur-Laborer	H-05

1	Equipment Operator I	H-06
2	Equipment Operator II	H-08
3	Equipment Operator III	H-11
4	Laborer	H-01
5	Laborer (Grandfathered)	H-02
6	Laborer/Trades	H-03
7	Lubrication Worker	H-08
8	[Maintenance Worker	H-06]
9	Road Marking Equipment Operator I	H-06
10	Road Marking Equipment Operator II	H-08
11	Storekeeper	H-08
12	Storekeeper/Maintenance Mechanic	H-10
13	Tire Changer	H-03
14	Tractor Trailer Operator	H-07
15	Trades Helper	H-01
16	Traffic Sign Mechanic I	H-02
17	Traffic Sign Mechanic II	H-04
18	Traffic Sign Mechanic III	H-06
19	Utility Worker	H-10
20	Water Meter Mechnaic I	H-06
21	Water Meter Mechanic II	H-07
22	Water Meter Mechanic III	H-08
23	Water/Sewer Utility Worker I	H-02
24	Water/Sewer Utility Worker II	H-05
25	Water/Sewer Utility Worker III	H-07
26	Water/Sewer Utility Worker IV	H-09

1	Public Works Operation Service:	Grade
2	ASSISTANT SUPERINTENDENT OF PLANT OPERATIONS	M-12
3	Automotive Equipment Supervisor	M-11
4	Clerk/Dispatcher	S-05
5	Foreman	M-09
6	Highway Maintenance Supervisor	M-11
7	Laboratory Assistant	S-06
8	Laboratory Supervisor	M-10
9	Laboratory Technician	S-08
10	Landfill Attendant	S-02
11	Landfill Attendant Supervisor	M-05
12	Plant Operator Trainee I	S-05
13	Plant Operator Trainee II	S-06
14	[Plant Superintendent, Joppatowne/Perryman	M-12]
15 .	PLANT SUPERINTENDENT, JOPPATOWNE/PUMP STATIONS	M-12
16	[Plant Superintendent, Sod Run	M-13]
17	PLANT SUPERINTENDENT, WATER OR WASTE WATER OPERATIONS	M-13
18	Pre-Treatment Inspector	S-08
19	Pumping Station Mechanic	S-08
20	Senior Treatment Plant Operator (Joppatowne)	S-08
21 22	Senior Waste Water Treatment Plant Operator (Grandfathered)	S-08
23	Senior Waste Water Treatment Plant Operator (Sod Run)	S-09
24	Senior Water Treatment Plant Operator	S-08
25	Shift Supervisor	M-10
26	Sign Fabricator (Grandfathered)	S-07
27	Superintendent (Hwys.)	M-13

1	Superintendent of Highways, Construction & Drainage	M-13
2	Superintendent of Solid Waste Management	M-10
3 4	Superintendent of Solid Waste Management (Grandfathered)	M-13
5	[Superintendent, Water and Sewer	M-12]
6	[Superintendent, Water and Sewer (Grandfathered)	M-13]
7	SUPERINTENDENT, WATER AND SEWER FACILITIES	M-13
8	Traffic Assistant	S-04
9	Traffic Operations Supervisor	M-11
10	Treatment Plant Operator (Joppatowne)	S-07
11	Waste Water Treatment Plant Operator	S-07
12	Waste Water Treatment Plant Operator (Sod Run)	S-08
13	Water Plant Operator	S-07
14	Water and Sewer Facilities Chief	M-14
15	Water and Sewer Maintenance Supervisor	M-11
16	Water and Sewer Operations Chief	M-15
17	Permits and Inspection Service:	Grade
18	Building Inspector I	S-08
19	Building Inspector II	S-09
20	Building Inspector III	S-11
21	Chief of Building Services	M-14
22	Chief Electrical Inspector	M-13
23	Chief Plumbing Inspector	M-13
24	Electrical Inspector I	S-08
25	Electrical Inspector II	S-09
26	Electrical Inspector III	S-11
27	Environmental Inspector I	S-07

1	Environmental Inspector II	S-09
2	Environmental Sanitarian	S-09
3	Licensing Clerk	S-05
4	Permits Clerk	S-05
5	Plans Reviewer (Grandfathered)	S-08
6	Plans Reviewer	S-09
7	Plumbing Inspector I	S-08
8	Plumbing Inspector II	S-09
9	Plumbing Inspector III	S-11
10	<pre>Exempt Personnel:</pre>	Grade
11	County Attorney	E-20
12	Deputy County Attorney	E-17
13	Council Attorney (Part-Time)	E-13
14	Director of Administration	E-21
15	Director of Community Services	E-17
16	Director of Economic Development	E-14
17	[Director of Emergency Services Coordination	E-14]
18	Director of Governmental and Community Relations	E-15
19	Director of Inspections, Licenses and Permits	E-18
20	Director of Parks and Recreation	E-18
21	Director of Planning and Zoning	E-18
22	Director of Procurement	E-16
23	Director of Public Works	E-20
24	Personnel Officer	E-16
25	Secretary-Administration	E-03
26	Secretary-Community Services	E-02

1	Secretary-County Attorney	E-02
2	Secretary-County Executive	E-04
3	Secretary-Department of Public Works	E-03
4	Secretary-Economic Development	E-01
5	Secretary-Governmental and Community Relations	E-01
6	Secretary-Inspections, Licenses and Permits	E-02
7	Secretary-Parks and Recreation	E-02
8	Secretary-Personnel	E-01
9	Secretary-Planning and Zoning	E-02
10	Secretary-Procurement	E-01
11	SECRETARY-SHERIFF	E-02
12	Secretary-Treasury	E-03
13	Secretary of the Council	E-12
14	Treasurer	E-20
15	Zoning Hearing Examiner (Part-Time)	E-16
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Special Funded Positions 1 Sheriff's Office 2 <u>Grade</u> Law Enforcement: L-09 Chief Deputy L-07 5 Captain L-04 Corporal L-02 Deputy L-03 8 Deputy First Class L-01 Deputy/Recruit 9 L-06 Lieutenant 10 L-08 11 Major L-05 12 Sergeant Corrections: 13 D-07 Captain 14 D - 0415 Corporal D-01 Corrections Officer, Recruit 16 D-06 Lieutenant 17 D-08 Major 18 D-02 Officer 19 D-03 Officer First Class 20 D-05 21 Sergeant <u>Unranked</u>: 22 A-05 Classifications Counselor 23 A-00 Crossing Guard 24 A-01 IPC BOOKING CLERK 25 A-07 Nurse (Registered) 26

1	Nurse (Licensed Practical Nurse)	A-05
2	Personnel Specialist	A-10
3	Police Communication Manager	A-04
4	Police Communication Officer	A-02
5 6 7 8	Probationary Cook Police Communication Officer Secretary	A-01
9	Records Administrator I	A-06
10	Records Manager	A-10
11	Secretary I	A-02
12	Secretary II	A-03
13	[Secretary-Sheriff	X-03]
14	Security Guard	A-03
15	Security Guard (Probation)	A-02
16	Senior Cook	A-02
17	Senior Police Communication Officer	A-03
18	Steward	A-04
19	Systems Programmer	A-07
20	WARDEN	A-15
21	(Note: The above positions are funded by Harfor	d County pursuant
22	to State law and are included as a schedule of pay	ments only; above
23	listed positions are not Harford County employme	nt positions.)
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1	Special Funded Positions	
2	Judicial	
3		<u> Grade</u>
4	Court Bailiff	C-01
5	Court Reporter I	C-11
6	Court Reporter II	C-14
7	Jury Commissioner	C-09
8	Law Clerk	C-07
9	Secretary (Administrative)	C-10
10	Secretary (Judicial)	C-08
11	Juvenile Master	C-12
12	Assistant to Jury Commissioner	C-02
13	Social Worker	C-13
14	(Note: The above positions are funded by Harford (County pursuant
15	to State law and are included as a schedule of payments only; abov	
16	listed positions are not Harford County employment	positions.)
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1	Special Funded Positions	
2	State's Attorney Office*	
3	Assistant State's Attorney I	E-08
4	Assistant State's Attorney II	E-11
5	Assistant State's Attorney III	E-15
6	Deputy State's Attorney/Senior Trial Assistant	E-17
7	*Salaries and classifications for clerical, a	dministrative,
8	investigative, and other personnel shall be dete	ermined by the
9	State's Attorney in conformity with the Harford (County Pay and
10	Classification Plan.	
11	(Note: The above positions are funded by Harford (County pursuant
12	to State law and are included as a schedule of paymen	nts only; above
13	listed positions are not Harford County employment	positions.)
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- 1 Section 2. Be It Further Enacted, that this act shall not be
- 2 codified in the Harford County Code, as amended.
- 3 Section 3. Be It Further Enacted, that
- A. Employees covered by the Management/Technical Pay Schedule
- for fiscal year [1993] 1994 will be covered upon the implementation
- of this plan effective with the first full pay period in July,
- 7 [1992] 1993;
- 8 B. Step increases may be authorized upon completion of the
- 9 performance appraisal program for Management/Technical employees.
- 10 In order to be eligible for a step increase, the employee must
- 11 achieve satisfactory or better performance appraisal.
- 12 C. Employees who are ineligible for step increases by virtue
- of being in the last steps of their respective grades will be
- eligible to move into the first longevity step of their respective
- 15 grades (M-L1) if they have achieved at least three years of service
- 16 at the last step of their respective grades.
- D. Employees who are in the longevity portion of the salary
- schedule must remain in each longevity step a minimum of three
- 19 years before being eligible to move into successive longevity
- 20 steps.
- 21 E. Longevity steps may be denied if the employee does not
- achieve a performance appraisal of satisfactory or better in the
- year when eligible to move into a longevity step.
- 24 Section 4. Be It Further Enacted, that
- A. Effective the first full pay period in July, [1992] 1993,
- employees covered by the Hourly Service Pay Schedule for fiscal

- year [1993] 1994, who have received a performance appraisal of average or better and who are not at the maximum step rates of their grades, will be eligible to receive one step increase upon implementation of the salary schedule; in order to be eligible for movement into longevity steps, employees must achieve at least three years of service at the last step of their respective grades.
 - B. Employees in the longevity portion of the salary schedule must remain in each longevity step a minimum of three years before being eligible to move into successive longevity steps.
 - C. Longevity steps may be denied if the employee does not achieve a performance appraisal of average or better in the year when eligible to move into a longevity step.
 - Section 5. Be It Further Enacted, that

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- A. Effective the first full pay period in July, [1992] 1993, employees covered by the Salaried Service Pay Schedule for fiscal year [1993] 1994, who have received a performance appraisal of average or better and who are not at the maximum step rates of their grades, will be eligible to receive one step increase upon implementation of the salary schedule;
- B. In order to be eligible for movement into longevity steps, employees must achieve at least three years of service at the last step of their respective grades.
- 23 C. Employees in the longevity portion of the salary schedule 24 must remain in each longevity step a minimum of three years before 25 being eligible to move into successive longevity steps.

- D. Longevity steps may be denied if the employee does not
- 2 achieve a performance appraisal of average or better in the year
- 3 when eligible to move into a longevity step.
- 4 Section 6. Be It Further Enacted, that employees covered by the
- 5 Exempt Service Pay Schedule who are in the maximum step rates of
- 6 their grades, may, upon authorization of the County Executive, be
- 7 authorized payments of one thousand dollars (\$1,000.00) per
- 8 employee in accordance with Personnel Rules and Regulations for
- 9 exempt employees.
- 10 Section 7. Be It Further Enacted, that effective with the first
- full pay period in July, [1992] 1993, Court system employees will
- be covered by the Judicial Pay Schedule for fiscal year [1993]
- 13 1994; step increases for court system employees may be authorized
- by authority of the Chief Administrative Judge.
- 15 Section 8. Be It Further Enacted, that
- 16 A. Effective the first full pay period in July, [1992] 1993,
- 17 Sheriff's Office employees will be covered by the Sheriff's Office
- 18 Pay Schedule for fiscal year [1993] 1994.
- B. The Sheriff may grant step increases on an annual basis
- 20 based on performance evaluations of meets standards or better.
- 21 C. In order to be eliqible to move into the longevity portion
- of the salary schedule, the Sheriff's Office employees (EXCLUDING
- 23 LAW ENFORCEMENT PERSONNEL) must achieve a minimum of three
- 24 consecutive years of service in the last step of their respective
- grades. Employees who are in the longevity steps must remain in
- 26 each longevity step for a minimum of three consecutive years.

1	D. Longevity steps may be denied if the Sheriff's Office
2	employee does not achieve a performance appraisal of meets
3	standards or better in the year when eligible to move into a
4	longevity step.
5	Section 9. Be It Further Enacted, that this act is hereby declared
6	to be an Emergency Act, necessary for the proper operation of the
7	County government, and it shall become law on the date it is signed
8	by the County Executive; however, no payments or benefits shall
9	accrue until on or after [4 July 1992] 3 JULY 1993.
10	EFFECTIVE: July 3, 1993
11	The Secretary of the Council does hereby certify that fifteen (15) copies of this Bil.
12	are immediately available for distribution to the public and the press.
13	Doris Poulsen, Secretary
14	World Journal, Secretary
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HARFORD COUNTY BILL NO.	93-33	
(Brief Title) Pay and C	lassification Plan	
is herewith submitted to the Cenrollment as being the text a	County Council of Harford County for as finally passed.	
CERTIFIED TRUE AND CORRECT	ENROLLED	
<u>Daris Poulsew</u> Secretary of the Council	President of the Council	
Date <u>June 8, 1993</u>		
	HE COUNCIL	
Read the third time.		
Passed: LSD 93-18 (Jun	ne 8, 1993)	
Failed of Passage:		
	By Order	
	Daris Paulsen, Secretary	
Sealed with the County Seal and presented to the County Executive for approval this 9th day of June , $199\frac{3}{2}$ at $3:00$ p. m.		
	Daris Poulsen, Secretary	
	BY THE EXECUTIVE	
	COUNTY EXECUTIVE	
	APPROVED: Date June 11, 1993	
	BY THE COUNCIL	
This Bill (No. 93-33), ha and returned to the Council, b	ving been approved by the Executive	
EFFECTIVE DATE: July 3, 1993	Daris Prulsen, Secretary 93-33	